

**NASA AMES RESEARCH CENTER
REIMBURSABLE TRAVEL
DATA SHEET**

To be completed by ARC Division/Directorate: Please provide all of the information requested. Attach this document to the appropriate travel authorization request, and forward to ARC Office of Chief Counsel for review.

SECTION I – BASIC DATA

1. **Name of traveler/employee:** _____
 2. **Title and Code:** _____
 3. **Travel Itinerary:** _____
 4. **Travel Dates (from/to):** _____
 5. **Purpose/Justification:** _____
- _____

SECTION II – CHECKLIST

6. **Is the payment for the employee's attendance at a "meeting or similar function"?** Namely: a conference, seminar, speaking engagement, symposium, training course, or similar event that takes place away from the employee's official station and is sponsored or cosponsored by a non-Federal source. This term does **not** include a meeting or other event required to carry out an agency's statutory or regulatory functions (i.e., a function that is essential to an agency's mission), such as investigations, inspections, audits, site visits, negotiations, or litigation. The term also does **not** include promotional vendor training or other meetings held for the primary purpose of marketing the non-Federal source's products or services. (See 41 CFR 304-1.2(c)(3).) The term also is interpreted **not** to include travel that exceeds three weeks' duration. (See Federal Register, Vol. 57, No. 217, Monday, November 9, 1992.)

Yes: ____ **No:** ____

7. **Is the payment for travel, subsistence, and related expenses (e.g., conference or training fees) which are incident to the meeting or similar function?** (See 41 CFR 304-1.2(c)(7).)

Yes: ____ **No:** ____

8. **Is the payment from a non-Federal source** (i.e., any person or entity other than the Government of the United States)? Note: This includes any individual, private or commercial entity, nonprofit organization or association or international or multinational organization (irrespective of

whether an agency holds membership in the organization or association), or foreign, state, or local government (including the District of Columbia). (See 41 CFR 304-1.2(c)(4).)

Yes: ____ **No:** ____

9. Would a reasonable person with knowledge of all relevant facts question the integrity of agency programs or operations as a result of the payment? This analysis is based upon the following factors: (A) the identity of the non-Federal source; (B) the purpose of the meeting or similar function; (C) the identity of other expected participants; (D) the nature and sensitivity of any matter pending at the agency affecting the interest of the non-Federal source; (E) the significance of the employee's role in any such matter; and (F) the monetary value and character of the travel benefits offered by the non-Federal source)? (See 41 CFR 304-1.4 and 304-1.5.)

Yes: ____ **No:** ____

Explanation, if applicable: _____

10. Will the employee's spouse be accompanying the employee to the meeting or similar function pursuant to an official travel authorization? (See 41 CFR 304-1.2(a) and 304-1.4.)

Yes: ____ **No:** ____

11. If so, will the spouse's presence be in the interest of the agency?
Namely:

A. Will the spouse's presence support the mission of the agency or substantially assist the employee in carrying out his/her official duties?

Yes: ____ **No:** ____

B. Will the meeting or similar function be a ceremony at which the employee will receive an award or honorary degree?

Yes: ____ **No:** ____

Or:

C. Will the spouse participate in substantive programs related to the agency's programs or operations?

Yes: ____ **No:** ____

(See 41 CFR 304-1.3(b).)

12. If so, will the spouse's travel, subsistence, and related expenses be paid for by a non-Federal source? (See 41 CFR 304-1.2(c)(4).)

Yes: ___ No: ___

13. If so, would a reasonable person with knowledge of all relevant facts question the integrity of agency programs or operations as a result of the payment for the spouse? (See paragraph 9 above, and 41 CFR 304-1.4 and 304-1.5.)

Yes: ___ No: ___

Explanation (if applicable): _____

14. Did the employee, or any other Ames representative, solicit the payment from the non-Federal source? (See 41 CFR 304-1.2(b).)

Yes: ___ No: ___

15. Will any money from a NASA grant, a NASA cooperative agreement, or a NASA contract be used to fund the payment or other related expenses?

Yes: ___ No: ___

16. Has the Director (permanent or acting) of the employee's Directorate authorized the proposed reimbursable travel arrangements and signed, personally, the reimbursable travel orders?

Yes: ___ No: ___

17. Will the meeting or similar function occur outside of the United States of America?

Yes: ___ No: ___

18. If so, will the reimbursable travel orders be sent to NASA Headquarters, Code IR, for prior approval? (NOTE: NASA Headquarters, Code IR, must approve all non-domestic official travel prior to the commencement of such travel.)

Yes: ___ No: ___

SECTION III – REMARKS (if applicable)

SECTION IV – DIVISION/DIRECTORATE SIGNATURE

Date Name

SECTION V – LEGAL OFFICE RECOMMENDATION

Approve: ____ **Disapprove:** ____

Remarks (if applicable): _____

Date Name